



# California Regional Water Quality Control Board

## Los Angeles Region



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Agency Secretary

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Arnold Schwarzenegger  
Governor

Recipient of the 2001 *Environmental Leadership Award* from Keep California Beautiful

July 5, 2005

TO: All Los Angeles County Municipal Storm Water Permittees

### **ANNUAL PROGRAM REPORT SUBMITTAL UNDER THE COUNTY OF LOS ANGELES NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM MUNICIPAL STORM WATER DISCHARGE PERMIT (NPDES NO. CAS004001)**

As a Permittee under the Los Angeles County Municipal Storm Water Permit (LA Storm Water Permit), the County of Los Angeles (Principal Permittee), in coordination with the Permittees, is required to submit an Annual Program Report to the California Regional Water Quality Control Board, Los Angeles Region (Regional Board), by October 15 of each year. The Annual Program Report has historically been submitted to the Principal Permittee in multiple binders. However, last year was the first year that the Regional Board, in collaboration with the County of Los Angeles, implemented an Internet-based submittal program. This was done in order to simplify the process, reduce Permittee duplication costs, and make the annual report more accessible to the public. This year's reporting process will utilize the common annual program report form and will simplify the submittal of attachments for Permittees. Permittees will be able to log onto the Regional Board website to:

1. Download a blank copy of the 2004-2005 standard Annual Report form OR download their 2003-2004 Annual Report which can be reviewed;
2. Register to obtain a password to submit their completed 2004-2005 Annual Report beginning August 1, 2005; and
3. Upload the 2004-2005 Individual Annual Report, attachments, all BMP Implementation Updates, Summary Forms, the Certification Document, and signed delegation between August 1 and September 8, 2005 (details of the web-based reporting submittal process will be discussed at a workshop on July 28, 2005 at the County of Los Angeles Department of Public Works).

After the upload process ends (September 8, 2005), the County of Los Angeles will assemble the information for official submittal to the Regional Board. The Internet-based annual report submittal feature on the Regional Board website will not be accessible by Permittees after September 8, 2005; therefore, it is imperative that all reporting activity be concluded by this date. Any Permittee that does not complete the uploading process of their Individual Annual Report by September 8, 2005 will not be included in the County of Los Angeles Unified Annual Report submittal on October 15, 2005. The standard Permittee Annual Program forms may be accessed on the Internet at the following web address:

<http://www.waterboards.ca.gov/losangeles/html/programs/stormwater/lams4AnnualReport.html>

***California Environmental Protection Agency***



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*Our mission is to preserve and enhance the quality of California's water resources for the benefit of present and future generations.*

As required by 40 CFR §§122.22 and 122.41(k), the Certification form may only be signed by an elected official, a Principal Executive Officer, or a duly authorized representative delegated the authority in writing by the City Manager or by Resolution. For example, a Public Works director, if specifically delegated the signatory authority by the City Council or City Manager, may not further delegate the signatory authority unless explicitly authorized by the City Council or City Manager.

To facilitate the use of the Internet reporting program, the County of Los Angeles will be hosting a free seminar on the annual report submittal program process on July 28, 2005 in Conference Room C at the Los Angeles County Department of Public Works headquarters located at 900 South Fremont Avenue in Alhambra from 9:00am to 11:00am. All procedural questions will be answered at the seminar. Attached is a timeline for the 2005 annual program report Internet process. The timeline was created by staff of the County of Los Angeles Department of Public Works for the benefit of all LA MS4 Permittees.

Should you have any questions regarding the storm water program or any question on the annual program report specifically, please feel free to contact me at (213) 620-2083 or via email at [currunaga@waterboards.ca.gov](mailto:currunaga@waterboards.ca.gov). After the free seminar, should your staff have questions regarding the technical aspects of using the download or upload functions on the Internet, please contact the County of Los Angeles at [NPDES@ladpw.org](mailto:NPDES@ladpw.org). If you require immediate attention, you may contact Frank Kuo of Public Works at (626) 458-4350.

Sincerely,

*Original Signed By*

Carlos M. Urrunaga, Environmental Scientist  
Los Angeles County Municipal Storm Water  
Permit Oversight Unit

Attachment

